

TRANSMITTAL # <u>86-10</u>	EFFECTIVE <u>10/1/86</u>
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Attachment 1.2-C
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STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY ACT

STAFFING OF HEALTH CARE ADMINISTRATION DIVISION (HCAD)

Described below are descriptions of the kinds and numbers of professional medical and supporting personnel used in the administration of the program and of the responsibilities assigned to each position.

1. Health Care Administrator

This position serves as head of the Health Care Administration Division (HCAD) and is responsible for the administration of the State's medical assistance program funded through Title XIX of the Social Security Administration and the State provisions of Section 346-59, Hawaii Revised Statutes and other related statutes.

The Health Care Administrator is responsible for planning, organizing, directing, coordinating, evaluating and maintaining a system of medical and related health services to eligible recipients of the Department of Social Services and Housing's medical assistance program. The position provides overall leadership to personnel of the division, seeks support from other departmental offices, and obtains cooperation from other state agencies, providers and recipient population.

2. Assistant Health Care Administrator

This position serves as first assistant to the Division Administrator and shares in most of the responsibilities of the Administrator. Some of the key responsibilities which may be assigned to the Assistant Administrator include legislative coordination, planning, operations administration, training and personnel appeals, academic and research coordination, provider and community relations and other public contacts.

3. Medical Financial Analyst

This position operates out of the Office of Division Administration and is responsible for the budgeting and expenditures of the health care program. Responsibilities include budget and expenditures analysis, projecting trends and developing strategies to deal with anticipated and unanticipated financial crises. Maintains close working relationship with branch administrators and advising them of

fiscal issues impacting various programs; works with departmental budget and planning offices in areas of mutual concerns and advising the Division Administrator.

4. Policy and Program Development Branch Administrator

The Policy and Program Development Branch Administrator (P&PDA) is responsible for the policy and program development relating to recipient eligibility; training evaluation and field services to eligibility and other line operations; eligibility corrective action; Supplementary Medical Insurance Buy-in, Early Periodic Screening Diagnostic Treatment (EPSDT); Health Maintenance Organization (HMO) and other Prepaid Health Programs (PHP); mental health program; and other scope and content of Medicaid services not assigned to other branches.

The P&PDA is also responsible for the development, maintenance and coordination of the Medicaid State Plan, rules and regulations, inter-divisional agreements relating to eligibility policy implementation, coordination and participation of all HCAD personnel in in-service and out-service training activities.

The above branch responsibilities are carried out by the following professional and support personnel assigned to the branch:

a. Medicaid Program Specialist

(Five full-time social workers)

b. Income Maintenance Program Specialist IV

(Three full-time Income Maintenance Supervisory Personnel)

c. Registered Professional Nurse VI

(One full-time)

d. Registered Professional Nurse IV

(One full-time)

e. Support Service Personnel

- 1) Clerk-Stenographer III (One FTE)
- 2) Clerk-Typist II (One FTE)
- 3) Clerk-Typist I (One FTE)
- 4) Clerk III (Two FTE)

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5. Financial and Contract Administration Branch Administrator

The Financial and Contract Administration Branch Administrator (F&CA) is responsible for contract procurement, enrollment, monitoring and renewal of health care providers, provider relations, institutional and non-institutional reimbursement policies and methodologies, procurement and monitoring of the fiscal agent agreement, administration and monitoring of the MMIS as well as administration of the third party liability recovery program. A major responsibility includes the monitoring of the fiscal agent activities including the efficient operation of the claims processing and Medicaid Management Information System (MMIS).

The above branch responsibilities are carried out by the following professional and support service personnel assigned to the branch:

a. Medical Contract Specialist

(Three full-time equivalent) These specialists are responsible for reimbursement, general contract maintenance and fiscal agent monitoring.

b. Third Party Liability Developer

(One FTE)

c. TPL Program Specialists - (Anticipated)

(Two FTE)

d. MMIS Program Specialist

(One FTE) Responsible for the systems development, coordination and monitoring.

e. Provider Relations Specialist - (Anticipated)

(One FTE)

e. Support Service Personnel

- 1) Clerk-Stenographer II (One FTE)
- 2) Clerk-Typist II (One FTE)
- 3) Clerk III (One FTE)

6. Quality Assurance Branch Administrator

The Quality Assurance Branch Administrator (QAA) is responsible for the conduct, review and evaluation of health

care utilization in institutional and non-institutional settings; inspection of care (IOC) and determination of appropriate levels of care; coordination of the Surveillance Utilization Review System (SURS) and the operation of the program integrity lock-in and provider lock-out programs. The branch is also responsible for the development of rules and implementing policies and procedures relating to long-term institutional care and quality control requirements.

The above branch responsibilities are carried out by the following professional and support personnel assigned to the branch:

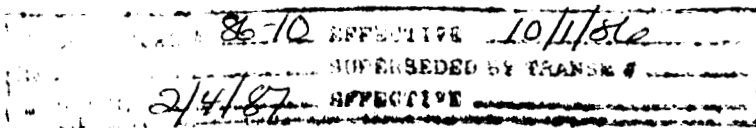
- a) Registered Professional Nurse V
(Four full-time equivalents)
- b) Social Worker IV
(Two FTE)
- c) Investigator IV
(One FTE)
- d) Support Service Personnel
 - 1) Clerk-Stenographer II (One FTE)
 - 2) Clerk-Typist I (One FTE)

7. Health Care Authorization Branch Administrator

The Health Care Authorization Branch Administrator (HCAA) is responsible for the provision of health care authorization and consultant services in the area of medicine, psychiatry, dentistry, pharmacy and other related health care services covered under the medical assistance program. The administrator is responsible for the provision of reviewing and determining applicants referred for disability and on-going need for disability redetermination. Personnel under the administrator's jurisdictions are assigned to accompany provider review teams, conduct pre- and post-payment claims review of exceptional and complicated services and serve as consultant to other HCAD personnel.

The above branch responsibilities are carried out by the following professional and support personnel assigned to the branch:

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- a. Medical Consultants
(Three FTE which include the branch administrator)
 - b. Psychiatric Consultant
(One Part-time psychiatrist)
 - c. Dental Consultant
(One Part-time dentist)
 - d. Pharmacy Consultant
(One Part-time pharmacist)
 - e. Registered Professional Nurse V
(One FTE)
 - f) Social Worker IV
(One FTE)
 - g) Support Service Personnel
 - 1) Clerk-Typist II (One FTE)
 - 2) Clerk III (Two FTE)
8. Community Long-Term Care Branch Administrator
- The Community Long Term Care Branch Administrator (CLTCA) is responsible for the overall management of the Community Long Term Care Branch which develops and provides home and community-based alternatives to institutional care on a statewide basis.
- The administrator is responsible for the short and long range planning, standard setting, developing, implementing, monitoring, evaluating and conducting research on these programs and services.
- Specifically, the branch is responsible for providing Nursing Home Without Walls Demonstration Project and Personal Care services, either directly or under contract with other providers; for training paraprofessional health care workers; for providing oversight and monitoring functions for Queen's Medical Center's Community Care Program contract, and Waimano Training School and Hospital's Community-Based Care for the Mentally Retarded contract; and for developing waivers and contracts for related community-based care programs.

The above responsibilities are carried out by the following professional and support personnel assigned to the branch:

a. Administration

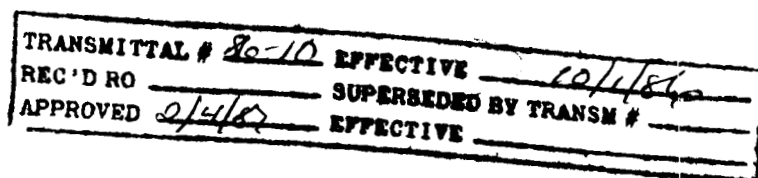
- 1) Registered Professional Nurse VI (One FTE)
- 2) Program Specialist V (Two FTE)
- 3) Education/Training Specialist V (One FTE)
- 4) Program Specialist IV (One FTE)
- 5) Secretary I (One FTE)

b. Program Operation Section I

- 1) Program Specialist V (One FTE)
- 2) Registered Professional Nurse V (Four FTE)
- 3) Registered Professional Nurse IV (Eight FTE)
- 4) Social Worker IV (One FTE)
- 5) Social Worker III (Four FTE)
- 6) Income Maintenance Worker III (One FTE)
- 7) Social Service Aide III (Five FTE)
- 8) Community Health Assistant V (Two FTE)
- 9) Clerk IV (Two FTE)
- 10) Clerk III (Two FTE)

c. Program Operation Section II

- 1) Program Specialist V (One FTE)
- 2) Registered Professional Nurse V (Three FTE)
- 3) Registered Professional Nurse IV (Three FTE)
- 4) Social Worker III (Three FTE)
- 5) Social Service Aide III (Three FTE)
- 6) Clerk-Typist II (Three FTE)



d. Office Services

- 1) Office Manager II (One FTE)
- 2) Clerk-Steno II (One FTE)
- 3) Clerk-Typist II (Three FTE)
- 4) Clerk III (Three FTE)

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